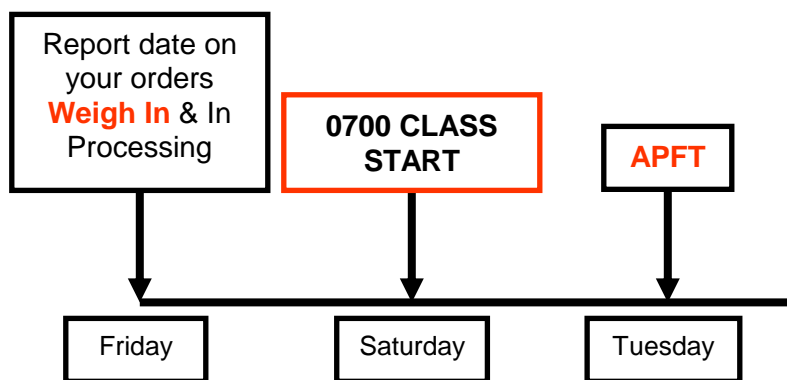


# FREQUENTLY ASKED QUESTIONS

## ENGINEER CAPTAIN'S CAREER COURSE RESERVE COMPONENT

1) **MY report date is a Friday? When do we actually start classes?**  
SEE guidance on reporting procedures flier and below timeline.

### Example Timeline



2) **WHEN DOES THE COURSE ACTUALLY START?**

0700 on Saturday. Classes go all day to include Sunday (Time allowed for church services)

3) **WHEN DOES THE COURSE END? WHEN SHOULD I SCHEDULE FLIGHTS OUT?**

Graduation ceremonies are scheduled for 1000 the last Friday of the course (Phase 5 only). Phase 3 students should not expect to leave until 1700 on the last Friday of the course. You will receive all out processing documents immediately after graduation and are cleared for departure. Plan on being available to leave Fort Leonard Wood NET 1200, just to be safe. Driving distances to the airports are as follows: Forney Field (On Post) 5 minutes, Springfield 90 minutes, St. Louis 130-140 minutes.

4) **MY UNIT WON'T AUTHORIZE A RENTAL CAR. WHAT DO I DO?**

1st go to the ATRRS screen from my web site under your course dates. Scroll down through the instructions until you reach number four which starts by saying, "POV or rental car should be authorized." 2nd Tell you orders issuing authority that classes are not within walking distance from your billeting. You can expect to drive between 5-10 miles from your billets to get to class. 3rd There is no dining facility collocated with billeting so you will again need a car to eat meals. If all else fails, have the orders issuing authority call the C CO CDR at 573-596-0800.

**5) WHAT SHOULD I DO FOR TRANSPORTATION?**

First Read the Airports flier on the company web site. If possible, schedule a rental car and all flights through Forney Field. Those students who have a drive in excess of 8 hours should fly to FLW or have your unit authorize additional travel days. In most cases, a student's orders end the same day as graduation giving them a half-day to drive back home. Students should not be forced to drive excess distances just because their unit wouldn't authorize additional travel days or authorize airline tickets and a rental car. You will have to register your rental car at the front gate for a vehicle pass while at Fort Leonard Wood.

**6) DO CLASSES GO THROUGH THE WEEKENDS?**

YES. Classes will go through both Saturday's and Sunday's while you are in the course.

**7) HOW CAN I RESERVE LODGING/BILLETING?**

On Post Lodging is available through the Fort Leonard Wood Lodging office by calling 1-800-677-8356.

**PLEASE READ MTSS INFO PAPER LOCATED ON THE MAIN PAGE OF THE WEBSITE!**

**8) WHAT HOTELS ARE AVAILABLE OFF POST? WHAT ARE THEIR NUMBERS?**

You can contact C Co at the listed numbers and we can e-mail a scanned flier that lodging provides as soldiers arrive and billeting if full.

**9) AM I SUPPOSED TO ATTEND THE 20 WEEK COURSE OR THE 2 WEEK COURSE?**

If your component code in ATRRS is "GOA", then you are categorized as ARMY NATIONAL GUARD / OFFICER AGR. You are then required to attend the 19 Week 4 day POI course of instruction. You can request a waiver to attend the 2-week course, BUT the National Guard Bureau has to approve such action (student must bring documentation).

**10) IS THERE ANY FIELD TIME? DO I NEED TO BRING TA-50.**

NO and NO. The Course is all classroom instruction.

**11) DO I NEED TO COMPLETE PHASE 2 TRAINING BEFORE COMING TO THIS COURSE?**

YES

**12) IS THERE A READ AHEAD LIST?**

No read ahead other than your required correspondence is necessary. For those who want to do some additional read ahead the most frequently used manuals are: FM 1-02, FM 5-0, FM 3-90, FM 3-90.3

**13) WHAT ROAD GUARD VEST TO WE WEAR AT FORT LEONARD WOOD?**

We have company vest that will be issued out in the small groups.

**14) WHAT UNIFORMS DO I NEED TO BRING?**

BDU'S (for daily classes), BDU cap (optional), FULL PT (for APFT). Wet weather gear is also recommended.

**15) WHAT AWARDS CAN I EARN WHILE IN THIS COURSE?**

"Distinguished Graduate" status will be annotated on your 1059 and read at graduation. This status is awarded to the top 20% of each class with the following criteria: 270 on APFT (90 points in each event), greater than 90.0% academic average, pass all exams on the first try, and receive cadre recommendation based on leadership and participation.

**16) WHAT FUNCTIONS WILL I HAVE TO ATTEND DURING THE COURSE?**

The Commandant will host a Mixer in ACUs. You will have a graduation ceremony, but the uniform will remain ACUs.

**17) WHAT IS FORT LEONARD WOOD'S SICK CALL POLICY?**

We do not have sick call hours here on Fort Leonard Wood. However if there is a need to be seen by a care provider, call 329-8600 (tricare) to make yourself an appointment to be seen the same day. If case of an emergency, the emergency room is open 24 hours a day.

**18) WHO IS MY RESERVE/NATIONAL GUARD REPRESENTATIVE AT FLW?**

The school has both a USAR advisor and an ARNG advisor. They may be able to help with specific questions. We recommend that you obtain a travel advance or a Government Charge Card before you depart your home station.

ARNG ADVISOR        DSN 676-8046, (573) 563-8046

USAR ADVISOR        DSN 676-8045, (573) 563-8045

**19) WHAT IS THE UNIT MAILING ADDRESS?**

Commander

C Company, 554th Engineer Battalion

ATTN: STUDENT NAME

177 Michigan Ave

Fort Leonard Wood, MO 65473-8941

Please limit the amount of personal mail forwarded to FLW as the 554th Engineer Battalion does not have a mailroom. You will need to submit a change of address card to your personal quarters after in-processing. You can get a post office box in advance by applying through your local military post office.

**20) CAN I BRING A WEAPON?**

YES. Weapons must be registered within 72 hours of your arrival, at the Provost Marshal Office, Building 1000. Privately owned weapons cannot be stored in the TDY Billets and must be turned in to the Battalion arms room in Building 1702. See policy Letter #8.

**21) CAN I BRING A MOTORCYCLE?**

YES. Motorcycle owners must register at the Provost Marshal Office, Building 1000, and provide proof of completion of the Motorcycle Safety Foundation course. Registration and proof of safety course must be turned into the company.

**22) ADVANCE PAY FOR USAR?**

USAR officers may get advance pay prior to attending School by following these instructions. All advance pay will be done by Electronic Fund Transfer (EFT) and can normally be processed in 7-10 days. Request must be received by DFAS fifteen days prior to the reporting date on your orders

1. DD Form 1199A or voided check (needed for EFT).

2. Copy of orders and all amendments.

3. The requester's telephone number.

4. A note or memo requesting an advance and stating the lodging and meal rate at Fort Leonard Wood per day.

Submit your request for advance and /or DD Form 1351-2 to the following address.

DFAS-INDIANAPOLIS CENTER

DIRECTORATE FOR NETWORK OPERATIONS

DEPARTMENT 3714

8899 EAST 56th STREET

INDIANAPOLIS, IN 46249-3714

VOICE MAIL

DSN: 699-4354    COMMERCIAL: (317) 510-4354    1-888 332-7366

DSN: 699-4080/4143/4124/4351/6213

COMMERCIAL: (317) 510-4080/4143    4124/4351/6213